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GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 23, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-03

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Retirement and Louisiana School Employees' Retirement
Annual Salary File for 2014-2015 (Retirement Return to Work Input File)

Applicable employers must report to Teachers' Retirement (TRSL) and Louisiana School Employees' Retirement (LSERS) by August 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL and LSERS to agencies required to submit the report.** Please refer to the [TRSL and LSERS Annual Salary File Procedures](#) on the [OSUP Procedures](#) page for details on information that should be included on the file.

For questions regarding submission of the TRSL information, please contact Ryan Pereira or Andrea Joubert with the Audit Department at (877) 275-8775 outside the Baton Rouge area or (225) 925-6446 extensions 6114 and 4844 respectively. For all LSERS questions, please contact Larisa Ellard, LSERS internal auditor, at (225) 925-7492 or via e-mail at lellard@lsers.net.

For LaGov HCM entry and report questions, please contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Cindy McClure 342-5346
Tiko Ary 342-1651
Wendy Eggert 342-0714

Gary Bennett 342-1652
Tracy Smith 219-0191
Michelle Richmond 342-2053

APH:CM/pbh

cc: Andrea Joubert, TRSL
Ryan Pereira, TRSL
Larisa Ellard, LSERS